

## **KRATOS LOGISTICS** **ONBOARDING PROCESS**

Now that you have successfully completed the in-person interview, you have been chosen to start the onboarding process. This document outlines and describes onboarding. As we ramp up from 0 to 60 routes, route availability determines when you will be offered a delivery position. Once you complete the onboarding process, you will be placed on a “To Be Hired” list. Placement on list and Hiring order is contingent on how quickly you complete the steps outlined in the onboarding process below. The sooner you complete the entire onboarding process the higher you get placed on the to be hired list.

The process begins with your receiving the “onboarding invitation” in your newly created employee Gmail account. Once you receive this email, you should:

- 1) Follow step-by-step recommendations for creating an account to complete onboarding process (recommend using mobile device to create account).
- 2) USE (KRATOS1) AS YOUR PASSWORD FOR ALL YOUR AMAZON ACCOUNTS.
- 3) Use FL abbreviation for Florida.
- 4) After your account is created, wait for background check completion.
- 5) After receiving notification of completed background check, log on to your account using a desk top computer to watch the seven (7) training videos.
- 6) Pay attention and take notes while watching videos because there is a quiz at the end. If no sound in videos press the refresh button and that should fix it.
- 7) After passing the quiz, you will receive another email to complete your drug test; log on to the drug test portal to start the drug test process.
- 8) The Drug Test is a separate company you must wait for notification.
- 9) After we receive drug test results, we will notify you that you are complete.
- 10) When you successfully complete the aforementioned steps, you will be placed on the “To Be Hired” list. Hiring order is contingent on how quickly you complete the steps outlined in the onboarding process.
- 11) As soon as routes become available out of the 60 routes you will be hired off the “To Be Hired List”.
- 12) After you sign your job acceptance letter, you get your work uniforms (free) and you will be signed up for delivery driver training (3-day paid training).
- 13) We are processing A LOT of new drivers, please be patient and pay attention to detail and MOST IMPORTANT look at your work email daily for new information from Amazon or Kratos Logistics.

Good Luck Everyone !!!